This policy is designed to be an addition to the Health and Safety Policy and the instructions herein are to be taken in conjunction with those within the Health and Safety Policy

# **Fire Instructions**

1. These are placed by the doors in each classroom and on the corridor walls in various places around the school. They give explicit instructions regarding methods of exit from the building and the assembly point (on the playground, furthest away from the school).
2. There are emergency exit points around the school and, unless they are the usual routes of exit, have signs to point the way. Each class must exit via the nearest safe route when evacuating the building in the event of the fire or when the fire alarm sounds.
3. On hearing the fire alarm teachers must evacuate the building with their class, with the pupils in a single line. Play and Learning Leaders (PALLs) and other adults must exit the building immediately and if with pupils at the time of the alarm, must take the pupils to the assembly point and to their class teacher.
4. Whoever discovers the fire should:
* Break glass on the nearest alarm point
* Call the Fire and Rescue Service – press 0 for an outside line, call 999 and give details of location of fire
* Exit the building
* Inform the Controller (Head teacher or Deputy) of the location of the fire
* Open the gate and inform the Fire and Rescue Service of all the details.

5) The School Receptionist will take class registers, late book and visitor’s book to the assembly point.

All class teachers, or teachers in charge of the class/es at the time, will be responsible for checking their pupils against the register and all visitors will be accounted for against those present according to the visitors’ book.

Any persons unaccounted for must be reported to the Controller (Head teacher) immediately. The Controller will check those parts of the building that are safe, but on no account is s/he to place her/himself in personal danger.

In the event of an actual emergency any people unaccounted for must be reported to the rescue service personnel immediately they arrive.

The Controller will give the ‘All Clear’ for re-entry into the building.

# **Fire Alarms**

Should a fire alarm sound (continuous bell) and it is necessary to call the Fire and Rescue Service, the nearest ‘phone should be used. To obtain an outside line the caller must first press 0 and then 999 can be pressed.

1. If necessary the Fire and Rescue Service must be contacted, as above, but before doing so the fire alarm must be activated.
2. The alarms are tested in rotation at least once every week and, before testing, all staff will be warned, both through the staff room notice board and during the staff meeting immediately before the testing takes place.
3. The fire alarm test logbook is kept in the SBM’s locked cupboard (Brookfield Infant School office).
4. The fire alarm is maintained once each year by D. B. Audio (KCC approved contractors)

# **Fire Drills**

1. There will be regular fire drills, three times a year, usually in Terms 1, 3 and 5, when the safe and orderly evacuation of the building will be practised. Any problems in the procedure must be reported to the Head teacher, preferably in writing, who will ensure that all necessary steps are taken to eradicate them. Details of all fire drills will be written by the SBM in the appropriate log book kept in the SBM’s locked cupboard (Brookfield Infant School office).
2. On some occasions fire drills will take place with only the Head teacher being aware before-hand.
3. During all fire alerts, doors must be closed shut by the last person out using that particular exit route, providing to do so does not put any individual into danger.
4. All persons in school must be accounted for as stated in point 4) of the first section – Fire Instructions.

**Fire Fighting**

1. Staff are not expected to ‘have-a-go’ at fighting fires, but there are fire extinguishers in many places around the school and, if the fire is small and there is no risk to life and limb as well as a clear escape path available, staff may, if they are trained and feel confident and are certain that they are about to use the correct extinguisher for that particular fire, attempt to tackle it.
2. Staff meetings are held on an annual basis to update staff in the safe use of fire extinguishers.

**Fire Hazards**

1. No flammable chemicals or oxidising agents are to be kept on the premises.
2. Routine health and safety risk assessments will be undertaken annually by monitoring governors, School Business Manager and Site Handyman. The school instructs KCC to carry out a Fire Risk Assessment on an annual basis.

**Maintenance**

All emergency equipment will be checked as follows:

* fire extinguishers – annually by KCC
* fire alarms – annually by D.B.Audios
* fire doors – monthly by SBM
* fire safety signs – monthly by SBM
* boiler house emergency shut off system – termly by SBM / DSL Heating

All checks to be logged by the SBM in the fire safety maintenance log book, kept in SBM’s office.

All defects to the equipment, signs and exit routes etc that are noted MUST BE ATTENDED TO AT THE EARLIEST POSSIBLE OCCASION.

**Responsibilities**

Keys that pertain to the action of re-setting fire alarms are clearly labelled and kept in the keys box in the front office.

Replacement glasses which enable replacements after breakage are clearly labelled and kept in the Reception office, staff room and Main Cleaner’s cupboard.

It is the SBM’s responsibility to turn off the fire alarm isolator switch, to re-set the fire alarms and replace any broken/damaged glasses after a fire drill/fire alarm.

When the SBM is off-site during a fire drill/fire alarm then it is the responsibility of the named Fire Officer (Head Teacher) or the Deputy to turn off the fire alarm isolator switch, re-set the fire alarms and replace any broken/damaged glasses.

It is the responsibility of the SBM to ensure that the Fire Officer and Deputy are trained in the above tasks.